

UTILITY SUPERVISOR

DEFINITION:

Under direction of the Utility Systems Manager, supervises, schedules, and coordinates the utility operations and personnel assigned in the repair and maintenance of water and wastewater facilities; performs related administrative tasks in the operation of assigned work unit; performs other related work as required.

CLASS CHARACTERISTICS:

An incumbent in this classification may be distinguished from an incumbent in the next lower classification of Senior Utility Worker in that the Utility Supervisor provides oversight and is responsible for directing personnel assigned to the maintenance of the City's water production, storage and distribution systems and wastewater collection systems. Incumbent is also responsible for ensuring that day-to-day maintenance activities are in conformance with generally accepted principles, standards, laws, and regulations governing the utility maintenance department. As a supervisor, incumbent independently directs and reviews the work of assigned staff in the maintenance and repair of potable water production, storage and distribution facilities and wastewater collection systems.

IMPORTANT AND ESSENTIAL JOB FUNCTIONS:

1. Supervise, schedule, and coordinate the personnel assigned to the repair and maintenance activities of water distribution system, wastewater collection system, and meter division.
2. Responsible for contract administration and inspection of maintenance projects.
3. Provide general oversight of crews performing various activities including trenching, backfilling and compacting street excavations; constructing, replacing, and repairing sewers, manholes, water mains, hydrants, pressure stations, telemetering, pumps, and meters.
4. Train and evaluate the performance of assigned personnel, including preparing and presenting formal performance evaluation to subordinate employees.
5. Maintain discipline and ensure that rules are observed and properly executed during the performance of activities.
6. Set up work schedules and assign duties; check subordinate work for thoroughness and coordinate work with other divisions/departments.

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7. Assist in the preparation and administration of the departmental budget and budget estimates.
8. Monitor the City's computer distribution telemetry system to evaluate problems and make the necessary corrections; turn pumps on or off via telemetry system.
9. Prepare cost estimates for water and wastewater repair projects, equipment, and improvements.
10. Inspect assigned area of responsibility for deficiencies and recommend corrective actions; set work priorities.
11. Prepare progress and other reports; maintain records as required.
12. Investigate and resolve complaints received from the public and other City staff.
13. Assist Utility Systems Manager with bid process for purchase of utility equipment and appurtenances.
14. Supervise the servicing of pumps, valves, meters, deep wells, reservoirs, pipelines, connections, hydrants and related equipment.
15. Conduct regular safety meetings and assure that all State, City, and departmental safety procedures are followed.
16. Interpret and follow Federal, State, County, and City rules and regulations governing the water industry, as they relate to the operation of the water system.
17. Attend training programs to maintain and/or improve job skills.
18. Assist other maintenance crews in emergency situations.

MARGINAL/PERIPHERAL JOB FUNCTIONS:

1. Perform related duties as assigned.

QUALIFICATIONS:

Knowledge of:

1. Methods, materials, tools, and equipment used for water production, storage and distribution facility maintenance and repair projects and activities.

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2. Work safety practices and procedures.
3. Purposes and uses of a variety of heavy equipment, power tools and hand tools.
4. Municipal accounting and budgetary systems.
5. Principles and techniques of effective supervision and performance evaluation.
6. Safety practices, principles, and procedures pertaining to the work, including the safe handling of water treatment chemicals.
7. Familiar with SCADA system operation.

Skill in:

1. Estimating costs; developing and implementing budgets; carrying out work programs, and supervising and directing day-to-day operations.
2. Supervising, training and evaluating assigned staff, including the preparation and presentation of employee performance evaluations.
3. Reading plans and specifications and interpreting them to others.
4. Preparing reports and maintaining records.
5. Operation of personal computer system software such as Word Perfect, Schedule plus, e-mail, etc.

Ability to:

1. Plan and schedule work effectively.
2. Establish and maintain effective work relationships with City staff and the general public.
3. Evaluate operations for effectiveness and efficiency; recommend appropriate changes for improvement.
4. Communicate effectively, orally and in writing.

JOB REQUIREMENTS:

1. Graduation from high school or the equivalent.

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2. Four years of progressively responsible experience, with a minimum of two years in a lead worker or supervisory capacity, in work involving a Public Works equipment operation and Public Works related water and sewer maintenance functions.
3. Possession of a valid California Class A driver's permit in conformance with adopted City driving standards required within six months from date of hire and possession of a California Class A drivers license within one year from date of hire.
4. Work extended hours as required and to respond from home to the Public Works Corporation Yard within 30 minutes on a 24 hour stand-by basis.
5. Possession of State of California Water Distribution Grade III Certificate.
6. Possession of a CWEA Collection System Grade I Certificate.
7. Possession of AWWA Backflow Tester Certificate.
8. Possession of a valid State of California Grade II Water Treatment Operator certification.
9. Pass a Spirometry Test prior to hire.
10. Work in confined space.
11. Wear Respirator.

MACHINES/TOOLS EQUIPMENT UTILIZED:

1. Various hand and power tools
2. Telephone
3. Calculators
4. Automobile
5. Maps, plans, and blueprints
6. Keys to City locks

PHYSICAL DEMANDS:

1. Walking
2. Driving
3. Mobility
4. Speaking/hearing
5. Pushing/pulling
6. Stooping/bending/kneeling
7. Seeing
8. Standing

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9. Climbing
10. Lift up to 50 pounds
11. Work in a confined space environment

ENVIRONMENTAL AND ATMOSPHERIC CONDITIONS:

Office Conditions:

1. Indoors: normal office conditions, 15% of the time
2. Travel: varying conditions, 85% of the time
3. Noise level: conducive to office setting
4. Lighting: conducive to office setting
5. Flooring: low level carpeting
6. Ventilation: provided by central air conditioning
7. Dust: normal, indoor levels

Field Conditions:

1. Outdoors: varying outdoor weather conditions
2. Noise level: low to high equipment noises
3. Flooring: grass, gravel, rock, dirt, wet surfaces, etc.
4. Hazards: use of various digging, cutting, and compaction tools
Exposure to herbicides, insecticides, and pesticides
Exposure to paints and solvents